

LANCASTER COUNTY CORRECTIONAL SPECIALIST II

NATURE OF WORK

This is professional human service work developing, coordinating and supervising the educational, religious, social and medical programs available to inmates in a correctional facility.

Work involves responsibility for developing operational plans and procedures necessary for the implementation of programs to provide specific human services; providing direct services to inmates encountering varied and complex problems; negotiating with outside agency representatives to provide inmate services on a sub-contracted basis; and resolving inmate conflicts. Work also involves orienting, supervising and evaluating subordinate professional and direct service employees in assigned program areas; supervising and coordinating the inmate classification and housing review program; and serving on departmental and community committees or task forces. Supervision is exercised over subordinate professional and direct service employees. Supervision is received from the Corrections Administrator with work being reviewed in the form of reports, conferences, and effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Develop and coordinate operational plans and procedures necessary for the implementation of programs to meet the constitutional and statutory rights of inmates; coordinate a variety of self-help programs, educational, religious and leisure time activities designed to meet the needs of inmates; coordinate, and train volunteers to provide a variety of services/programs for inmates.

Orient, supervise, recommend discipline and evaluate subordinate professional and direct service employees in assigned program areas; plan and assign subordinate work in the areas of medical services and programming; plan, coordinate, supervise and evaluate the chaplaincy program encompassing religious services, counseling, education and spiritual support; organize and oversee orientation and annual training for all correctional staff.

Contact and negotiate with outside agency representatives to provide inmate services on a sub-contracted basis; serve on departmental and community committees and/or task forces.

Counsel inmates by conducting individual and group discussions about a variety of problems or conflict areas including substance abuse, nicotine addiction, socio-economic barriers, low self-esteem, homophobia, racism, anger control, family/peer conflicts, depression and suicidal expression.

Prescreen inmate records in order to determine eligibility for work release, school release and other court ordered releases; supervise and coordinate the inmate classification and housing review program; supervise, evaluate and make recommendations concerning disposition on investigations of inmate tort claims and grievances.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, practices and methods required in the delivery of human services to incarcerated individuals and individuals experiencing behavioral problems including substance abuse.

Considerable knowledge of the sociological, psychological, and cultural factors influencing the behavior and attitudes of inmates in a correctional facility.

Considerable knowledge of the courts and criminal justice system.

Considerable knowledge of the functions and services of community organizations and related human service agencies.

Considerable knowledge of the rules and regulations pertaining to the operation of a correctional facility.

Knowledge of current correctional methods and procedures for determining inmate housing and placement within a correctional facility.

Knowledge of investigative techniques and procedures as they relate to correctional facilities.

Ability to make professional decisions within the framework of departmental policy and to present ideas concisely and effectively both orally and in writing.

Ability to plan, supervise and evaluate the work of subordinate personnel.

Ability to locate and research various informational resources as related to specific program topics.

Ability to plan and implement programs to meet departmental goals and objectives.

Ability to establish and maintain effective working relationships with inmates, co-workers, court officials, attorneys, outside agency representatives and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in criminal justice, psychology, sociology, human services or related field plus considerable experience providing specialized human service programs to incarcerated individuals in a correctional facility and experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus two years of college level course work in criminal justice, psychology, sociology, human services or other specialized training program with experience in a capacity related to a Correctional Specialist I and some experience in a supervisory capacity, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by

imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.

Possession of a valid State of Nebraska driver's license when operating a vehicle is required in the performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

Revised: 5/97

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